Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200054-6
SECRET
DD/S 71-0780

4 MAR 1971

MEMORANDUM FOR: DD/S Reports Inventory Project Director

SUBJECT : Reports Cost Reduction

REFERENCE : Memo for OL dtd 18 Dec 1970 fr C/SSS, same subject

1. This Office has successfully completed its reports cost reduction program with a 4,100 man-hour reduction and savings totalling $26,700, which is substantially in excess of our assigned $24,000 goal. A detailed listing of the 41 OL reports where savings were realized is included in Attachment 1. Of the 41 reports, 16 were eliminated entirely. Attachment 2 consists of your summary sheets which have been annotated in accordance with your instructions. Those reports eliminated are underlined in red, and those on which costs and man-hours have been reduced are underlined in blue.

2. During the course of analyzing reports for potential savings, an additional report was uncovered which had been omitted from our initial inventory. The cost of this report has been reduced substantially and a Form 142 is included as Attachment 3. In accordance with your instructions on this matter, the original $3,700 cost has not been added to our initial inventory, and credit for the subsequent offsetting $3,100 reduction is not included in our total savings. Two reports, DDS/OL/SD-12 and DDS/OL/PSD-12, included in our initial inventory with corresponding Form 142, were not listed in your summary sheets. Savings were identified on these reports and these are, however, reflected in our listing (Attachment 1).

Signed: John F. Blake

John F. Blake
Director of Logistics

Atts

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200054-6
SECRET
Group 1
Excluded from automatic downgrading and declassification